



**Purpose:**

To provide opportunities for young people throughout Virginia to participate in and learn about the arts by working with high quality professional artists.

**Description:**

These grants provide elementary and secondary students and teachers opportunities to work with professional artists either in a school setting or through after-school or summer activities. These grants support educational programs in the arts that enhance arts instruction in the school curriculum. In addition, the grants will support the training of professional artists to work with elementary and secondary students.

- Please consult the Virginia Commission for the Arts *2012 - 2013 Guidelines for Funding* for eligibility and detailed information about the Artists in Education Program. For a copy of the *2012 - 2013 Guidelines for Funding* and application form, please visit [www.arts.virginia.gov](http://www.arts.virginia.gov) or call us at 804/225-3132.

**Eligibility:**

- Virginia elementary and secondary schools which meet the Basic Eligibility criteria of the Virginia Commission for the Arts.
- Private, federally tax-exempt schools that meet the Basic Eligibility criteria of the Virginia Commission for the Arts, including compliance with the Civil Rights Act of 1964 and the Americans with Disabilities Act.
- Private and public universities
- Not-for-profit arts organizations working in partnership with local schools.

**Eligible Activities:**

- Artist residencies
- After-school or summer arts education programs run by not-for-profit arts organizations
- Training programs for artists who wish to work with elementary and secondary students. This is for universities, schools or arts organizations that want to develop a program to train artists to teach artist residencies in K-12 schools.

**NOTE:** The grant funds may be used for artist salaries, supplies, costs of program evaluation and curriculum development for artist training. The Commission will not fund the same activity or the same artist(s) for more than three years.

**Criteria for Funding:**

- Artistic excellence of the participating artist(s)
- Qualifications of the participating artist(s) for working with elementary and secondary students
- Clarity of the program description
- Program planning and evaluation (note: applications from arts organizations must show collaborative planning with educators)
- Extent to which the proposed activities enhance existing arts education offered by local schools
- Cost effectiveness of the proposed activities
- Administrative ability of the applicant organization
- Qualifications of the teachers in training artists for residencies



**Requirements:**

- Applications must describe the existing arts education instruction in area schools and show how the proposed activities supplement and enhance the existing school instruction.
- Applications must include a plan for evaluation of learning by the participating students.
- Applications must include a description of how the participating artist (s) were recruited and selected.
- If the applicant is an arts organization, the application must clearly describe how the proposed activities are different from or an expansion of existing educational activities.

**Amount of Assistance:**

Applicants may request a maximum of \$10,000 and must provide at least a one-to-one cash match of the requested grant.

**Application Review & Payment Procedure:**

Submit **12 copies** of the completed application to the Commission on or before **April 1, 2012. This is a receipt deadline, not a postmark deadline.** The Commission does not accept application materials via facsimile transmission or other electronic means. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation.

Applications are reviewed by a state-wide advisory panel and approved by the board of the Commission in mid June. Applicants are notified of Commission action by mail. The Commission will pay 85 percent of the grant amount at the beginning of the Commission's fiscal year. The final 15 percent will be paid within 30 days after the Commission receives and approves the final report for the fiscal year.

**Final reports must be received by the Commission no later than June 1, 2013.**

Commission grantees will be expected to comply with all policies as stated in the *2012—2013 Guidelines for Funding* under Basic Eligibility and the Artists in Education grant.

In signing the "Certification of Assurances", applicants are agreeing to comply with the conditions listed in the Guidelines.

If you have further questions regarding your organization's eligibility, contact the Commission staff:

**Virginia Commission for the Arts**  
223 Governor Street  
Richmond, VA 23219  
Ph: 804-225-3132  
Email: [tiffany.ferreira@vca.virginia.gov](mailto:tiffany.ferreira@vca.virginia.gov)  
[www.arts.virginia.gov](http://www.arts.virginia.gov)



## 2012-2013 ARTISTS IN EDUCATION GRANT APPLICATION COVER PAGE

12 copies of the signed and collated application & all attachments must be received by the Commission no later than **5:00 p.m., April 1, 2012.**

Grant I.D. # 13-\_\_\_\_\_

### **THIS PAGE IS TO BE COMPLETED BY ALL APPLICANTS**

1. **Applicant Name:**

2. **Applicant Address:**

3. **TELEPHONE # (including area code):**

4. **E-MAIL:**

5. **COUNTY or CITY**

6. **Federal Identification #:**

NOTE: Applications will not be processed if the correct 9-digit number is not provided. Contact the school division's business or finance office for assistance. Payments to public schools may be made via electronic

7. **Applying for what eligible activity?:**

\_\_\_\_\_ Artist Residency (**Complete Artist Residency section of the application, pages 1—4**)

\_\_\_\_\_ After-School or Summer Arts Education Programs run by not-for-profit arts organizations or schools.  
(**Complete After School or Summer Arts Education section, pages 5—6**)

\_\_\_\_\_ Training programs for artists who wish to work with elementary and secondary students run by not-for-profit arts organizations, universities or schools. (**Complete Training Programs for Artists section, pages 5 –6**)

8. The undersigned certifies that the information in the application and its attachments are true and correct. The filing of this application has been duly authorized by the governing body of the applicant school or organization. In case of partnerships, the lead applicant entity that will receive funds if awarded, should sign on the first line. The authorizing official of the other partner should sign on the second line. The applicant agrees to comply with all of the terms included in the Virginia Commission for the Arts Grant Conditions Agreement for 2012-2013. If the applicant cannot comply for any reason, the applicant school or organization must contact the Commission immediately. The undersigned further certifies that he/she has read the Commission's *Guidelines for Funding 2012-2013*, has signed and attached the Certification of Assurances / Grant Conditions Agreement, and has provided the applicant's correct Federal Tax Identification Number as required by the Commonwealth of Virginia.

\_\_\_\_\_  
**Signature of Lead Applicant**

\_\_\_\_\_  
**Print Name, Title and Date**

\_\_\_\_\_  
**Signature of Authorizing Official of Partner**

\_\_\_\_\_  
**Print Name, Title and Date**



**2012-2013 ARTISTS IN EDUCATION GRANT  
COMPLETE PAGES 1- 4  
IF YOU ARE APPLYING FOR AN  
ARTIST RESIDENCY**

**DIRECTIONS:**

Please type answers to all of the following sections on your own paper following the numbered sequence. **Use 8 1/2"x 11" regular white pages typed on one side, excluding supporting documentation. Use a typeface of 12 point or larger.**

**1. ARTS DISCIPLINE(S) OF RESIDENCY:** (*check applicable disciplines*)

\_\_\_Architecture \_\_\_Crafts \_\_\_Dance/Movement \_\_\_Film/Digital/Video \_\_\_Folk Arts \_\_\_Music \_\_\_Creative Writing  
\_\_\_Theatre \_\_\_Visual Art \_\_\_Multi-Discipline

**2. GRADE LEVEL(S)/LENGTH OF RESIDENCY PROGRAM** (provide information as requested in space below. Each of the required components must take place at each participating school site.)

**Name of School:**

**Name of School:**

**Name of School:**

A) Grade level(s)\_\_\_\_\_

B) Hours **per day** for **artist's work with students**

(per day)\_\_\_\_\_

(per day)\_\_\_\_\_

(per day)\_\_\_\_\_

C) Total number of **days at each school**

(days)\_\_\_\_\_

(days)\_\_\_\_\_

(days)\_\_\_\_\_

**3. NAME OF ARTIST & ARTISTIC DISCIPLINE OF ARTIST WITH WHOM THE APPLICANT HAS DEVELOPED THIS RESIDENCY PROGRAM:**

**NAME OF ARTIST:**\_\_\_\_\_

**NAME OF ARTISTIC DISCIPLINE:**\_\_\_\_\_

Indicate if the artist is from the Commission's Artist Roster: Yes\_\_\_\_\_ No\_\_\_\_\_ (If artist is not on the Commission's Artist Roster, please submit an artistic resume and current work sample from the artist in the proposed discipline. The Commission gives top priority to organizations / schools that use Virginia artists.)



2012-2013  
**ARTISTS IN EDUCATION GRANT**  
**ARTIST RESIDENCY**

**4. IF APPLICABLE, LIST THE APPLICANT'S PREVIOUS VIRGINIA COMMISSION-FUNDED ARTIST IN RESIDENCY PROGRAMS.**

Artist & Discipline(s) \_\_\_\_\_ Academic Year & Residency Date(s), & Location \_\_\_\_\_

Grant Amount \_\_\_\_\_

**5. NAME OF EACH SCHOOL & ON-SITE RESIDENCY COORDINATOR** (All participating schools must select an on-site residency coordinator.) An up-to-date résumé for each on-site residency coordinator listed must be included with the application.

**School Name**

**On-Site Residency Coordinator**

**6. COMPLETE #6 and #6A / 6B IF YOUR SCHOOL HAS AN ARTS INSTRUCTION PROGRAM.**

**DESCRIBE THE CURRICULUM-BASED, SEQUENTIALLY-ORGANIZED ARTS INSTRUCTION CURRENTLY PROVIDED BY CERTIFIED/ENDORSED ARTS SPECIALIST/S IN THE SCHOOL/SCHOOL DIVISION** (this does not include artist residencies, grants to teachers, touring artists, field trips, etc.):

**A) WHICH ARTS DISCIPLINE(S) IS (ARE) TAUGHT BY AN ARTS SPECIALIST AS PART OF THE SCHOOL/SCHOOL DIVISION'S CURRICULUM?** (check all that apply )

\_\_\_Architecture \_\_\_Crafts \_\_\_Dance/Movement \_\_\_Film/Digital/Video \_\_\_Folk Arts \_\_\_Music \_\_\_Creative Writing  
\_\_\_Theatre \_\_\_Visual Art \_\_\_Multi-Discipline

**B) IS THE ARTS INSTRUCTION DELIVERED BY CERTIFIED/ENDORSED ARTS SPECIALISTS/TEACHERS?**

\_\_\_YES \_\_\_NO

**7. RESIDENCY PARTICIPANTS** (estimate the number of active residency participants in each category listed below ):

a) Total Number of Core Group Participants (group of students who will work with the artist each day of the residency)  
\_\_\_\_\_

b) Total Number of General Workshop Participants (larger student groups) \_\_\_\_\_

c) Total Number of Teacher Workshop Participants \_\_\_\_\_

d) Total Assembly/Exhibition/Reading Attendance (public activity) \_\_\_\_\_



2012-2013  
**ARTISTS IN EDUCATION GRANT**  
**ARTIST RESIDENCY**

8. Breakdown of Student Participants (students may be included in more than one category):

_____ # Preschool Students	_____ # Minority Student Participants
_____ # Elementary Students	_____ # Special Education Student Participants
_____ # Middle School Students	_____ # Talented & Gifted (TAG) Student Participants
_____ # High School Students	

COMMENTS:

9. ESTIMATED CASH INCOME (REVENUE) FOR RESIDENCY PROGRAM:

a) School and/or School Division	\$ _____
b) PTA/PTO/Other Parent Group	\$ _____
c) Local Arts Agency or Arts Organization	\$ _____
d) Community Service Organization(s)	\$ _____
e) Foundation(s)	\$ _____
f) Corporation (s)	\$ _____
g) Other (specify)	\$ _____
h) Virginia Commission for the Arts (Artist Residency)	\$ _____ (pending approval)

**TOTAL CASH INCOME** \$ \_\_\_\_\_ (a+b+c+d+e+f+g+h)

**NOTE:** Funds from other Virginia Commission for the Arts programs may not be used to match any portion of the residency income.

10. ESTIMATED CASH EXPENSES FOR ARTIST RESIDENCY PROGRAM:

a) Total salary (fee) for residency artist	\$ _____
	(\$ _____/day X _____ days X _____ schools)
b) Materials/supplies for artist and workshop participants	\$ _____
c) Artist honorarium for 1 on-site pre-residency planning day	\$ _____
d) Residency documentation (slides, video/audio tapes, etc.)	\$ _____

**TOTAL CASH EXPENSES** (must equal # 10 total) \$ \_\_\_\_\_ (a+b+c+d)

**NOTE:** Eligible expenses include only the items above. An itemized list of supplies must be included with the application.



**ARTIST RESIDENCY**

**11. DESCRIBE WHAT STEPS YOU WOULD TAKE IF PARTIAL FUNDING IS AWARDED BY THE COMMISSION:**

(If partial funds are awarded, would you proceed with the residency as described in this proposal? If not, how would you alter the residency program? Be specific describing your contingency plans):

**12. RESIDENCY DESCRIPTION:** On no more than 3 pages total (12 point font), answer each question (A-K) below. Make sure to label each answer clearly (for example: A. Planning Process):

- A. **Planning process:** Describe the needs assessment (why do you want to conduct the residency), artist selection, and who is on the planning team.
  
- B. **Residency goals:** Describe specific goals of the residency.
  
- C. **Participants:** Describe rationale and selection process of student participants and grade level.
  
- D. **Learning objectives in the arts:** Describe the arts SOL's that each component of the residency will reinforce.
  
- E. **Schedule:** Describe the schedule of each component of the residency (what happens each day of the residency).
  
- F. **Residency preparation:** Describe how the core group of students will be prepared for the residency.
  
- G. **Facilities:** Describe where the residency will take place.
  
- H. **Student assessment:** Describe how ( tools, methods, outcomes) student learning and growth will be assessed.
  
- I. **Residency evaluation:** Describe how you plan to evaluate the residency to determine if it was successful.
  
- J. **Supplies:** Attach a specific list and cost of supplies needed for the residency.

**YOU HAVE COMPLETED THE ARTIST RESIDENCY PORTION OF THE APPLICATION. GO TO THE CHECK LIST.**



**2012-2013 ARTISTS IN EDUCATION GRANT  
COMPLETE PAGES 5 - 6 IF YOU ARE APPLYING FOR  
AFTER-SCHOOL OR  
SUMMER ARTS EDUCATION PROGRAMS  
OR TRAINING PROGRAMS FOR ARTISTS**

**COMPLETE THIS SECTION IF YOU ARE APPLYING FOR ONE OF THE FOLLOWING ACTIVITIES:**

- After-school or summer arts education programs run by not-for-profit arts organizations
- or
- Training programs for artists who wish to work with elementary and secondary students. This is for universities, schools or arts organizations that want to develop a program to train artists to teach in artist

**DIRECTIONS:**

Please type answers to all of the following sections on your own paper following the numbered sequence. **Use 8 1/2"x 11" regular white pages typed on one side, excluding supporting documentation. Use a typeface of 12 point or**

**1. Eligible Activity. List the activity below for which you seek funding.**

- After-school or summer arts education programs run by not-for-profit arts organizations
- Training programs for artists who wish to work with elementary and secondary students. This is for universities, schools or arts organizations that want to develop an program to train artists to teach in artist residencies in K-12 schools.

**2. Title and brief summary of project.** Title should specify the nature of the activity for which funding is requested. In 2-3 sentences briefly summarize the proposed project.

**3. Start and end dates.** The first and last dates of the project for which assistance is requested. No activities for which Commission funds are requested may begin before July 1, 2012 or end after June 15, 2013.

**4. Project Director**

**5. Anticipated number of participants / students**

**6. Number of artists to participate**

**7. Total estimated cash expenses of project**

**8. Total estimated cash income from other sources and cash from applicant organization**

**9. Project grant amount requested from the Virginia Commission for the Arts.** Not to exceed 50% of estimated cash expenses of the project. Applicants may submit more than one application for a combined total of no more than \$10,000.

**10. Description of the Project.** Describe the project for which funding is requested.

**11. Is this a new never-done-before project?** If new, is it a one-time-only project? Is it a pilot for a future program? If not new, how does the proposal represent an expansion over the project's previous size? If it is a continuation or expansion of a previously funded project, what were the results of the project?

**12. If this is a grant for artist training,** describe the curriculum or workshop. Include a bio for the teachers or facilitator that will be conducting the class or workshop.





**AFTER-SCHOOL OR SUMMER ARTS EDUCATION  
PROGRAMS OR TRAINING PROGRAMS FOR ARTISTS**

**13. Budget of the project**

A. List the estimated cash expenses and cash income of the project using this format: (Under estimated cash income, please list source from which funding has been requested and/or secured. Do not include in-kind contributions.)

- **PLEASE NOTE:** Total expenses and income should be equal, if not, please explain. Total grant request must not exceed 50% of total estimated cash expense of project.

**ESTIMATED CASH INCOME:** (Should match # 8 on page 5)

DESCRIPTION	AMOUNT
<b>TOTAL CASH INCOME</b>	\$

**ESTIMATED CASH EXPENSES:** (Should match #7 on page 5)

DESCRIPTION	AMOUNT
<b>TOTAL CASH EXPENSES</b>	\$

**B. Describe the impact of partial funding on this project. What changes would you make?**

If your organization is a college or university, do not include fixed administrative or "overhead" expenses as part of the project expenses. Include only those expenses which are directly related to the project and which will be incurred **only** if the project happens. Colleges/universities may not include faculty or staff salaries as income or expense for the project.

**YOU HAVE COMPLETED THE AFTER SCHOOL OR SUMMER ARTS EDUCATION PROGRAMS OR  
TRAINING PROGRAMS FOR ARTISTS PORTION OF THE APPLICATION. GO TO CHECK LIST.**

# **CERTIFICATION OF ASSURANCES AND GRANT CONDITIONS 2012-2013 FOR ARTISTS IN EDUCATION GRANTEES OF THE VIRGINIA COMMISSION FOR THE ARTS**

## **A. Not-for-profit, tax exempt status:**

Virginia Commission for the Arts grantees are required to be not-for-profit and exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or an unit of Government.

## **B. Matching funds:**

Funds from other Commission grant award programs may not be used to match any portion of the Artists in Education grant.

## **C. Lobbying:**

No part of a Virginia Commission for the Arts grant award shall be used for any activity intended or designed to influence a member of Congress or the Virginia General Assembly to favor or oppose legislation.

## **D. Financial Requirements:**

Each grantee school/school system/organization will:

- provide accurate, current and complete financial records for each grant award
- maintain records which identify the source and application of funds for all grant-supported activities
- maintain accounting records which are supported by source documentation
- maintain effective control over and accountability for all funds, property, and other assets thus ensuring their use for authorized purposes only
- maintain procedures for timely disbursement of funds
- provide the Virginia Commission for the Arts, or its authorized representative, access to all grant-related financial records

## **E. Application as Contract:**

The grantee will expend the funds only for the purposes described in the application. The grantee must request approval in writing for any changes in budget, residency program description, artist(s), local on-site coordinator (s), etc., before implementing the change(s). Only eligible artists may participate. Non-compliance with these policies, or any other policy of the Commission, can result in the loss of funding.

## **F. Civil Rights:**

Each grantee shall comply with these Federal statutes and regulations:

Title VI, Section 601, of the Civil Rights Act of 1964, provides that no person, on the ground of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX, Section 1681 of the Education Amendments of 1972 provides that, with certain exceptions, no person, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against handicapped persons on the basis of physical or mental handicaps in Federally assisted programs.

**Compliance includes the following:**

- notify employees of the school/organization and participants in and beneficiaries of the school or organization's program that it does not discriminate on the basis of handicap.
- operate programs and activities accessible to and usable by handicapped persons .
- maintain on file, and make available for public inspection, a self-evaluation plan developed with the assistance of handicapped persons, or organizations representing handicapped persons containing:
  1. policies and practices for making programs accessible
  2. plans for making any structural modifications to facilities necessary for accessibility
  3. a list American Disabilities Act (ADA) compliance officer (s)
  4. the signature of the person responsible for the school or organization's compliance efforts

**Reporting Requirements:**

- Each grantee school/organization will submit to the Virginia Commission for the Arts, within 30 days of the completion of this grant activity and before June 1, 2013, a complete final report (including financial information) and evaluation form. Blank forms are distributed with each award letter. The residency program description and financial reports include:
  1. the actual budgeted amount(s) for all eligible expenses associated with each Arts in Education Program and grant award, prepared from the grantee's accounting records, all sources and amounts of income (including the total Commission grant award)
  2. the actual participant/attendance statistics for each residency by the categories listed on the report (provided in numbers not percentages)
  3. artist participation by the categories listed (provided in numbers, not percentages)
  4. summary of all residency components, results, student progress, etc., in narrative form
  5. the sponsor's evaluation form
  6. each artist's evaluation form

**NOTE:** 15% of each grant award will be withheld pending Virginia Commission for the Arts receipt and approval of each final report and evaluation form. Final reports received after June 1, 2013 will not be processed. Final reports will be considered incomplete if all evaluation forms, statistics, financial information, and a summary of residency components and activities are not included.

**Acknowledgment:**

All published material and announcements regarding the Commission-funded residency or activity, must include an acknowledgment that **the residency/activity is funded, in part, by a grant from the Virginia Commission for the Arts and National Endowment for the Arts.**

**Assurances:**

Each application and final report must be signed by an individual duly authorized by the school or governing body of the organization to act upon its behalf. The signature of that individual indicates compliance with all of the grant conditions summaries above and all of the activities and information described and outlined in the application.

The undersigned certifies to the best of his/her knowledge that the information in this application is true and correct, the filing of this application has been duly authorized by the school or governing body of the organization, and the applicant agrees to comply with all grant conditions stated above and all policies and procedures of the Virginia Commission for the Arts.

\_\_\_\_\_  
**Signature of Lead Applicant Authorizing Official**

\_\_\_\_\_  
**Print Name, Title and Date**

\_\_\_\_\_  
**Signature of Authorizing Official of Partner**

\_\_\_\_\_  
**Print Name, Title and Date**

\_\_\_\_\_  
**Name of Applicant School or Name of Applicant Organization**

**All public school applicants must notify school division authorities about the request for matching funds from the Virginia**

**NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE****Racial/Ethnicity Data Collection Form****Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

A: Asian  
B: Black/African American  
H: Hispanic/Latino  
N: American Indian/Alaskan Native  
P: Native Hawaiian/Pacific Islander  
W: White

**Organizational/Institutional Applicants**

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

A: 50% or more Asian  
B: 50% or more Black/African American  
H: 50% or more Hispanic/Latino  
N: 50% or more American Indian/Alaskan Native  
P: 50% or more Native Hawaiian/Pacific Islander  
W: 50% or more White  
99: No single group listed above represents 50% or more of staff or board or membership

**For Both Individual & Organizational Applicants:**

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

A: Asian individuals  
B: Black/African American individuals  
H: Hispanic/Latino individuals  
N: American Indian/Alaskan Native individuals  
P: Native Hawaiian/Pacific Islander individuals  
W: White individuals  
99: No single group

**NOTE:** Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

*and/or*

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.



APPLICATION CHECK LIST

**Do not submit application in spiral binders, plastic sleeves or folders.**

\_\_\_ **1. A completed Artists in Education application** (Grant application cover page—signed by the authorizing official, and Artist Residency, After-School or Summer Arts Education Programs, or Training Programs for Artists section of the application.)

\_\_\_ **2. Resumes or biographical sketches** of the principal personnel (paid or unpaid) involved in the execution of this project. Show each person's title for the project on the resume/sketch. Include artistic director, manager/executive director, project director, and other key individuals.

\_\_\_ **3. Submit a resume and work sample of the Artist in Residence** if they are not in the Commission's Artist Roster. (This applies to those applying for an Artist in Residency, After-School and / or Summer Arts grant.)

\_\_\_ **4. Documentation regarding artistic quality** of the proposed program. If the program is not a new activity, submit reviews of the program from previous years. If it is new, submit reviews of similar kinds of program previously undertaken by the applicant organization / school or other documentation (detailed resume of the artist in charge of the program, for example) to prove high artistic quality of the proposed program. Other examples of supporting documentation may include letters of support, and samples of materials produced by the applicant, such as study guides. The advisory panel will not review video or audio recordings during the panel meeting. However, you may, but are not required to, send copies of such tapes to the panelists in advance of the panel meetings. The names and addresses of the panelists, as well as the dates and locations of the panel meetings, are available from the Commission website at [www.arts.virginia.gov](http://www.arts.virginia.gov) or by calling the office at 804-225-3132.

\_\_\_ **5. Signed Certification of Assurances Form** (two pages). This form is attached to this application packet. This form must be signed by an authorizing official of the applicant organization. NOTE: ***The authorizing official of a public school is the principal***, not a classroom teacher. **(ONE COPY ONLY—ATTACH TO THE BACK OF THE ORIGINAL APPLICATION)**

\_\_\_ **6. Letter from the Internal Revenue Service** showing your organization's Federal Employers' Identification Number and tax-exempt status. (Must include the 9 digit tax identification number provided by the IRS) Not applicable to public schools or universities. **(ONE COPY ONLY—ATTACH TO THE BACK OF THE ORIGINAL APPLICATION)**

\_\_\_ **7. National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form** (attachment will not be considered during the grant-making process). **(ONE COPY ONLY—ATTACH TO THE BACK OF THE ORIGINAL APPLICATION)**

**You do not need to submit this checklist with your application.**

**NOTE:** Any application not containing all of the items listed above in the order shown will be considered incomplete. Applicants with incomplete applications will be contacted by Commission staff and informed of the missing information and the deadline for submission. Incomplete applications will **not** be reviewed by a panel or acted upon by the Commission **unless** the applicant re-submits the completed application by the due date.

**MAIL 12 COPIES OF THE COMPLETED APPLICATION TO:**

**Virginia Commission for the Arts**  
223 Governor Street  
Richmond, VA 23219

**APPLICATIONS MUST BE RECEIVED BY THE COMMISSION NO LATER THAN 5 p.m. ON  
APRIL 1, 2012. THIS IS NOT A POSTMARK DATE**